

Closing Calendar for Agencies

FY 2002 Closing (OLD YEAR) FY2003 Startup (NEW YEAR)

ACTION DATE:	RESPONSIBLE PERSON:	DUE DATE	TASK DESCRIPTION:	Control Number:
6/20/02 Thu	John Reidhead		Budget & Accounting Officers meeting and year end cut-off training scheduled.	105
6/20/02 Thu	John Reidhead		B & A Meeting-Distribute the New Year Chart of Accounts to agencies.	104
6/20/02 Thu	Rick B.		B & A Meeting-Distribute open purchasing order report (A640).	107
6/20/02 Thu	Agencies	6/28/02 Fri	Prepare new year warrant requests that require payment on July 1st. Mark documents NEW YEAR and schedule for July 1, 2002. Finance will print checks July 1 and will mail July 2th.	106
6/20/02 Thu	Deborah Memmott	7/5/02 Fri	B & A Meeting-Handout letters on undistributed warrants	109
6/20/02 Thu	Deborah Memmott	7/12/02 Fri	B & A Meeting-Finance distribute letter requesting accounting information on commodities, food stamp, and vaccines.	110
6/20/02 Thu	Lynn Bodrero	7/18/02 Thu	B & A Meeting-Request status of Single Audit findings for Summary Schedule of Prior Audit Findings.	477
6/20/02 Thu	David Byg	7/24/02 Wed	B & A Meeting-Finance request lease information as of June 30.	112
6/20/02 Thu	Lori Wagner	7/26/02 Fri	Request information from agencies to update allowance for bad debts and for writing off specific uncollectible loans in loan funds.	560
6/20/02 Thu	Lori Wagner	7/26/02 Fri	Request loan and grant commitment as of June 30th from agencies.	108
6/20/02 Thu	Deborah Memmott	8/8/02 Thu	B & A Meeting-Handout letter on Medicaid accrual	113
6/20/02 Thu	Lynn Bodrero	8/8/02 Thu	B & A Meeting-Finance request information on any federal and other contingent liability as of June 30th.	114
6/20/02 Thu	Lori Wagner	8/9/02 Fri	Request Engineering Services Billing for OLD YEAR for Loans Receivable from WRE.	456
6/20/02 Thu	Deborah Memmott	8/16/02 Fri	B & A Meeting-Request list of MMIS payments to state agencies.	115
6/20/02 Thu	Gary Morris	8/16/02 Fri	B & A Meeting-Remind agencies to review REs and INs for accuracy. Write off uncollectible receivables and correct or remove invalid receivables.	552
6/21/02 Fri	Jerry G.		Last day to notify General Services of any coding changes to their systems.	136
6/21/02 Fri	Mark Austin		Pay day for pay period ending June 07; all OLD YEAR.	147
6/21/02 Fri	Mark Austin		Pay period #12 ends. All of pay period is in FY 02. Run preliminary Pay Period 12 and UDOT 13.	146
6/22/02 Sat	Mark Austin		Any merit and selective salary adjusted pay increases are effective. New retirement rate becomes effective (paid on July 19). New rates for health, dental, worker's comp unemployment insurances and leave pool rates are effective.	151
6/24/02 Mon	Agencies		Inform update released to agency LAN administrators. Please make sure the current update is installed on your LAN.	530
6/24/02 Mon	John Reidhead		Additional year-end training scheduled for budget and accounting officers	497
6/27/02 Thu	Carol Young		Last day for State Finance to receive OLD YEAR taxable earnings for Finance to enter in payroll to be included on July 05 paycheck. All July 05 payday will post to FINET OLD YEAR.	184
6/27/02 Thu	Mark Austin		Last day to make changes to the employee payroll NEW YEAR coding screens.	201
6/28/02 Fri	Agencies		By 5:00 p.m. last day for agencies to enter taxable earnings on-line into payroll for July 05 paycheck. All these earnings are charged to OLD YEAR in FINET.	197
6/28/02 Fri	Jerry G.		Update RACF security log on ID records for changes in DAS codes. Note: If this is not completed, you will not have access to run your jobs.	165
6/28/02 Fri	Mark Austin		Cut-off for payroll entry for June 21 pay period. Paid July 5.	182

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6/28/02 Fri	Pam Hansen		Last day to make OLD YEAR leave adjustments on time and attendance screens.	179
6/28/02 Fri	Rick/ITS		ITS moves NEW YEAR DAS codes to mainframe core.	164
6/30/02 Sun	Rick B.	6/30/02 Sun	Last day to leave accounting period blank on OLD YEAR documents. After this date all FINET transactions will default to accounting period 01 in the NEW YEAR with a NEW YEAR budget. If documents are for OLD YEAR then enter the accounting period 12 or 13 for OLD YEAR with an OLD YEAR budget.	143
6/30/02 Sun	Agencies	7/31/02 Wed	Cash deposit cut-off. Enter cash received before July 1 as an OLD YEAR Cash Receipt (CR) with accounting period 12 or 13 - OLD YEAR with an OLD YEAR budget. Enter cash received after June 30 as a NEW YEAR Cash Receipt (CR) with accounting period 01 NEW YEAR with a NEW YEAR budget.	161
7/1/02 Mon	Rick B.		Finance run Extended Purchasing (PCs, PDs, and PGs)- Purchase order roll or lapse job (EPNY) The default is "No Action."	426
7/1/02 Mon	Rick B.		Last day to mark orders on "purchase order roll table" to roll or lapse in the first FINET cycle after June 30.	144
7/1/02 Mon	Rick B/Agencies		System generated FA's will default to NEW YEAR. If the fixed asset was purchased with an OLD YEAR payment document, then change the accounting period to 13-OLD YEAR and OLD YEAR budget.	457
7/3/02 Wed	Rick B.		Last OLD YEAR Final Federal Bill (run as soon after June 30 as possible)	441
7/3/02 Wed	Rick/ITS	7/17/02 Wed	ITS distributes their telephone inventory report. This will reflect coding block mass changes and DAS code mass changes. Agencies begin to update this report for individual records needing changes to their DAS codes. The report is due back to ITS by July 10th.	200
7/5/02 Fri	Agencies		Last day to post OLD YEAR FINET documents for JUNE reports.	178
7/5/02 Fri	Agencies/Lynda		ITS June billings completed.	533
7/5/02 Fri	Agencies/Lynda M		June billings completed for Fuel Dispensing and Motor Pool.	531
7/5/02 Fri	Agencies/Lynda M		Surplus Property June billings completed.	532
7/5/02 Fri	Deborah Memmott		Undistributed warrants memo due back.	205
7/5/02 Fri	Payroll		Apply mass changes to payroll master file.	207
7/5/02 Fri	Payroll		Payroll system closed for fiscal year end.	208
7/5/02 Fri	Rick B.		JUNE MONTH END. (Includes the payroll for period 12.)	496
7/6/02 Sat	Mark Austin		First complete pay period in "new" year begins.	217
7/8/02 Mon	Gary Morris		Distribute Dedicated Credit Monitoring Report for June.	502
7/8/02 Mon	Mark Austin		Entry screens available; the first 9 days of pay period that are in June will be split and posted to old year.	152
7/8/02 Mon	Mark Austin		Time Entry screens available for pay period 13.	148
7/9/02 Tue	Rick B.		Distribute June month end reports.	440
7/10/02 Wed	Carol Y/Agencies		OLD YEAR Petty Cash Reimbursements should be entered by this date (online or by State Finance). Mark "OLD Year". Note: Do not combine old year and new year expenditures on the same form.	209
7/10/02 Wed	Rick B.		Finance run Extended Purchasing (PCs, PDs, and PGs)- Purchase order roll or lapse job (EPNY) The default is "No Action."	230

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ACTION DATE:	RESPONSIBLE PERSON:	DUE DATE	TASK DESCRIPTION:	Control Number:
7/11/02 Thu	Carol Young		Last day for State Finance to receive 'old year' taxable earnings for Finance to enter in payroll to be included on July 19 paycheck. After this date, all taxable earnings to be included on the payroll paycheck will be entered as NEW YEAR, and any old year taxable earnings for payroll must have the FI 61E Closing Accrued Expenditures IAT form attached.	410
7/12/02 Fri	Agencies/Lynda		UCI June billings completed.	232
7/12/02 Fri	Dan Olsen		Food stamp, commodity and vaccine inventory due back.	231
7/12/02 Fri	David Pierce		Five day tax accrual report due from tax commission.	226
7/12/02 Fri	Mark Austin		Last day for agencies to enter taxable earnings into payroll for the July 19th pay check using the old year and new year screen. Any old year taxable earnings after this date will be entered as new year and must have the FI 61E Closing Accrued Expenditure IAT form completed.	237
7/15/02 Mon	Agencies/Lynda		General Service June billings completed. (This includes copy centers, central stores, and central Mail.)	222
7/16/02 Tue	Agencies		Agencies complete organization roll up report table ORRP and activity roll up report table ARRP for NEW YEAR reports.	203
7/17/02 Wed	Rick Beckstead	7/17/02 Wed	Return the telephone inventory mass change file to ITS. Change requests received after this date will not be reflected in the July phone billing.	227
7/18/02 Thu	Carol Young		Documents cut-off for finance to enter into FINET- All documents received in Finance by 5:00 PM will be included in July OLD #1.	239
7/18/02 Thu	Lynn Bodrero		Status of Single Audit findings for Summary Schedule of Prior Audit Findings due back.	478
7/19/02 Fri	Agencies		First OLD YEAR IAT cut-off. Process OLD YEAR inter-agency IATs after this date only if: 1) transaction affects only orgs within same line item of a Dept or Division; or 2) if seller notifies buyer so the buyer can include it in their closing process. Do not enter a processing date later than 8/5/02.	240
7/19/02 Fri	Agencies		DFCM quarterly invoices and billings for reimbursement of actual expenditures completed.	206
7/19/02 Fri	Rick B.		Document cut-off - Last day for agencies to process transaction into FINET for July old # 1.	241
7/19/02 Fri	Rick B.		JULY OLD #1 run reports	431
7/22/02 Mon	Gary Morris		Distribute Dedicated Credit Monitoring Report for July Old 1.	503
7/22/02 Mon	Rick B.		Distribute July old #1 FINET month end reports.	249
7/23/02 Tue	Gene	8/16/02 Fri	Distribute the first closing schedules #1, including non-budgeted line items. Coordinate this right after JULY OLD #1 reports	250
7/25/02 Thu	Rick B.		Finance run Extended Purchasing (PCs, PDs, and PGs)- Purchase order roll or laps job (EPNY) The default is "No Action."	254
7/26/02 Fri	Agencies		Return information on bad debts for loan funds to State Finance.	561
7/26/02 Fri	David Byg/Agencies		Lease information due back.	251
7/26/02 Fri	David Byg/Agencies		June OLD YEAR Fixed Asset Reconciliations due to Dave Byg.	454
7/26/02 Fri	Lori Wagner		Loan and grant commitment – Water Resources and CED Community Impact are due.	185
7/26/02 Fri	Lynda McLane		Agencies not entering leave on time and attendance submit OLD year leave liability to the Division of Finance.	246
7/29/02 Mon	Gary Belliston		Check cancellation cut-off. All old year check cancellation must be received by Finance. REMEMBER-Any check cancellation received after this date will be processed as new year and will not be posted to agency's budget.	258

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ACTION DATE:	RESPONSIBLE PERSON:	DUE DATE	TASK DESCRIPTION:	Control Number:
7/31/02 Wed	Agencies/Cynthia		OLD YEAR cash recording cut off. All cash received on or before June 30 should be recorded in old year by this date. For adjustments to OLD YEAR cash after this date please contact Cynthia Bowers, State Finance, at 538-3126 for assistance. It is very important that cash be recorded in the correct fiscal year.	199
7/31/02 Wed	Cynthia Bowers		Depository bank account reconciliations for June are due to Finance.	252
7/31/02 Wed	David Pierce		Send out final Comp and Excess report which includes the last old year payroll. Unfunded liabilities must be funded by agency before closing out the year.	529
8/1/02 Thu	Agencies		Last day for Finance to receive "old year" non-payroll employee reimbursements (paid in FINET) for Finance to enter without doing accrued expenditure IAT's.	525
8/1/02 Thu	Agencies		Last day for State Finance to receive "old year" vendor payment vouchers for Finance to enter in FINET.	270
8/2/02 Fri	Rick B.		Run JULY NEW reports	481
8/5/02 Mon	Agencies		Process all OLD year inter-agency IATs by this date. After July 19 BOTH agencies must agree that the IAT is in their closing.	272
8/5/02 Mon	Rick B.		Distribute July "new" FINET reports.	302
8/5/02 Mon	Rick B.		Finance run Extended Purchasing (PCs, PDs, and PGs)-Purchase order roll or lapse job (EPNY) The default is "No Action."	278
8/5/02 Mon	Rick B.		JULY OLD #2 run reports	271
8/6/02 Tue	Brenda/Gary M		Final Calculation of Dedicated Credits Lapsing Amounts	507
8/6/02 Tue	Gary Morris		Distribute Dedicated Credit Monitoring Report for July Old 2.	504
8/6/02 Tue	Rick B.		Finance distributes FINET July old #2.	279
8/6/02 Tue	Gene	8/16/02 Fri	Finance distributes final closing schedules #2, including non-budgeted line items.	280
8/8/02 Thu	Lynn Bodrero		Letters due back for federal and other contingent liabilities.	284
8/9/02 Fri	Agencies		Last day to enter OLD year vendor payment voucher transactions in FINET. Any Old Year payment after this date must be accrued on an Accrued Expenditure form and paid New year in FINET. NOTE: ANY OLD YEAR VENDOR PAYMENT VOUCHER TRANSACTIONS PROCESSED AFTER AUGUST 5TH WILL NOT BE INCLUDED IN THE JULY OLD #2 REPORTS AND YOU WILL NEED TO ACCOUNT FOR THEM IN YOUR CLOSE-OUT PROCESS.	274
8/9/02 Fri	Brenda/Gary M		Lapsing Dedicated Credits journal entry posted.	508
8/9/02 Fri	Jo Ann Stewart		Last "old" year tax refund from tax commission.	286
8/9/02 Fri	Lori / WRE		Engineering Services Billings Due for Loans Receivable	465
8/14/02 Wed	Rick B.		Run OLD YEAR federal bill report PB17 and PB18. (includes July 1-Aug 14)	442
8/16/02 Fri	Agencies		Last date to correct old year REs and INs in old year. After this date old year REs and INs must be corrected in new year according to the policy and procedure: FIACCT 06-01.07 Receivables-ARS-Correcting Receivable Errors. Coordinate with #274	554
8/16/02 Fri	David Byg/Agencies		Last day for "old" year adjustments to Fixed Assets.	299
8/16/02 Fri	Deborah Memmott		List of MMIS payments to state agencies due.	301
8/16/02 Fri	Gene		CLOSING SCHEDULES due back.	290
8/16/02 Fri	Lynn Bodrero		Medicaid accrual information due.	282

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ACTION DATE:	RESPONSIBLE PERSON:	DUE DATE	TASK DESCRIPTION:	Control Number:
8/16/02 Fri	Rick B.		JULY OLD #3 run reports (Including CAFR Fixed Asset Reports).	432
8/16/02 Fri	Rick B.		Final document cut-off for all old year documents entered by agencies into FINET. (Note: PV's/P1's cut-off is August 9.)	291
8/19/02 Mon	Gene		UDOT closing due. Contractor Commitments and Retainage Escrow amounts also due to Finance.	444
8/19/02 Mon	Rick B.		FINET July Old final #3 available from Finance.	307
8/20/02 Tue	Gary Morris		Finance to adjust UDOT's lapsing dedicated credits as necessary and verify other agencies lapsing amounts.	505
8/22/02 Thu	David Pierce		Final tax accrual report from Tax Commission.	300
8/23/02 Fri	David Byg/Agencies		Final OLD YEAR Fixed Asset Reconciliation due to Dave Byg.	455
8/23/02 Fri	Rick B.		Finance run GFSNYPO to lapse all OLD YEAR open standard POs.	315
8/23/02 Fri	Rick B.		Finance run Extended Purchasing (PCs, PDs, and PGs) purchase order roll or lapse job (EPNY). The default action is "Lapse".	494
8/23/02 Fri	Lynn Bodrero	9/6/02 Fri	Federal grants turnaround document sent out (includes colleges and universities).	316
8/30/02 Fri	Cynthia Bowers		July depository bank account reconciliation due to Finance.	311
9/6/02 Fri	Lynn Bodrero		Federal grants schedule due - (grant by grant).	331